

## **Procedures for Object Code Creation Effective July 1, 2012**

Before creating a new object code in KFS, the following steps need to be taken:

1. Contact your Campus Services Representative to discuss the purpose and need of the object code. Please be prepared to answer the following:
  - a. What type of activity is this object code to be used for (i.e. create new expense object code, create new income object code, etc.)?
  - b. For the financial activity that will use this object code, will it be new activity, or is it current activity that will be reclassified?
  - c. If it is current activity, what object code is currently being used? Why does that object code no longer suffice?
  - d. Would a sub-object code work for this activity?
2. If the conclusion has been reached that a new object code needs to be created, please complete the following steps:
  - a. Create a KFS document by selecting a similar object code in KFS and selecting the “copy” function and editing the right column as needed. If you are editing an existing object code, search for the object code and click “edit.”
  - b. After the discussion with Campus Services, complete a memo request addressing the above questions and attach it to the Object Code document in Kualu.
  - c. If there are other entities (i.e. CSU-Global, CSU-P, BOG, etc.) involved in this activity that this object code should be created for, create a document for these charts.

Note: Once the document is complete and has been submitted, it will follow the normal approval workflow routing.